



Mentor Logistics

Mid-Year Progress Report

Definition

In the mid-year progress report you will report on the progress you and the school have made this year to

- Continue to implement* criteria achieved in previous years
- Implement the new criteria required to achieve the school's goal level

A complete mid-year progress report will include a coversheet, descriptions, and the November Newsletter.

The mid-year progress report is intended to help you, the school, and the state determine what has been completed and what still needs to be completed before the end of the year.

Instructions for completing the mid-year progress report

1. Print page 2 of this document if your school is at the Bronze, Silver or Gold level. Print page 2 and 3 of this document if your school is at the Platinum or Mental Health Focus level.
2. Fill in the information at the top of page 2
 - a. If you do not know your school's 07-08 level ask your LHD
 - b. Put your school's goal level for this school year in the 08-09 blank
3. Fill in the blanks for the criteria menu options and the Gold 3 options if your school is continuing to implement or achieving the silver or gold level(s)
4. Check the boxes of the criteria that have been completed so far
5. Write a description for **all** non-policy criteria that the school is **continuing to implement* and achieving** this year
 - a. Use the templates provided in the criteria breakdown document for each criteria to ensure that you have all of the necessary information
 - b. If a criterion has not been completed by the time the mid-year progress report is due write an expected date of completion
6. Deliver or e-mail your coversheet and November newsletter to your LHD by Friday, November 21
7. E-mail descriptions to your LHD by Friday, November 21 (**descriptions must be sent electronically**)

Go to the document titled *mid-year progress report example* to see an example of a completed mid-year progress report. Please note, this is just a sample of a mid-year progress report; to determine exactly what is needed for the specific level(s) your school is continuing to implement or achieving this year go to the checklists in the mid-year progress report folder.

*In the Gold Medals Schools program schools are required to continue implementing the criteria from the levels they achieved in previous years. When you report on criteria that

was achieved in previous years you must report on the activities the school is doing **this year** to continue to implement previously achieved criteria. Do not report on what the school did in previous years to complete this criteria.

GMS Mid-Year Progress Report

August 2008-December 2008

School _____

Mentor's Name _____ LHD _____

School Coordinator's Name _____

Principal's Name _____

07-08 Level _____ Goal Level for 08-09 _____

BRONZE

- ☐ #1: 90-150 minutes of structured PA description and policy
- ☐ #2: Description of how Health Ed Core Curriculum is taught
- ☐ #3: Description of Gold Medal Mile events
- ☐ #4: Written SNAP plan, SNAP map, safe drop-off/pick-up map
- ☐ #5: Tobacco Policy
- ☐ #6: Description of Heart Health surveys

SILVER

- ☐ #1: Description of PTA/PTO health event
- ☐ #2: Faculty and staff wellness description and policy
- ☐ #3: Description of competitive and non-competitive programs
- ☐ Criteria Menu #__: _____
- ☐ Criteria Menu #__: _____
- ☐ Criteria Menu #__: _____

GOLD

- ☐ #1: PE teacher/specialist policy
- ☐ #2: Non-food incentive policy
- ☐ #3__: _____
- ☐ #3__: _____
- ☐ #3__: _____
- ☐ #3__: _____
- ☐ Criteria Menu #__: _____
- ☐ Criteria Menu #__: _____

PLATINUM

- ☐ #1: School Community Council established and meets regularly
- ☐ #2: Healthy Choices policy
- ☐ #3: Year-long faculty/staff wellness program
- ☐ #4: Family and community involvement in GMS
- ☐ #5A: Recess Before Lunch Policy **OR**
- ☐ #5B: Adequate Eating Time policy

PLATINUM FOCUS – MENTAL HEALTH AND WELLNESS

- ☐ #1: Medical Recommendations Policy
- ☐ #__: _____